

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5588
Job Title: Director of Communications and Public Affairs
Salary Grade: 24
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 9500099
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the President and Chief of Staff, responsible for the overall management and control of the President's communication and public affairs operation. Responsible for developing policies and procedures for the coordinated response to the media and responsible for directing, assigning, explaining, reporting and promoting through the media points of information and programs regarding the President and County and provides accurate and supportive press coverage of the efforts and accomplishments of the department and coordinating agencies thereof. Supervises the conduct of individuals working in public affairs as well as the public information officers under the jurisdiction of the President. Provides assignment and direction to the Deputy Directors of Public Affairs and Communication. Director or designee is responsible for authorizing all quotes for newsletters, resolutions, congratulatory letters, press releases, and media inquiry. Represents the President before the press and coordinates public affairs, communications and community outreach for the President and departments under his/her control.

Key Responsibilities and Duties

Coordinates and directs the President's communication and public affair efforts including responses to media inquiry, press releases, community outreach and speaking engagements.

Direct the development of public service announcements and community relations efforts.

Direct research efforts and develop and implement policies regarding the marketing and communication of County programs and the President's agenda.

Represent the President as directed and community group events.

Direct and supervise staff working in and on communication and public affairs efforts including but not limited to the Deputy Director of Public Affairs and Public Information Officers.

Represents the President before the media and coordinates media access to the President.

Participates in or attends confidential discussions with the President and executives and other staff to respond to media inquiries or address County programs.

Develops strategies for public dissemination of County information and programs regarding Department directives.

Supervises the compilation of press clippings for records and easy reference.

Drafts speeches, PSA's, brochures, press releases, as required.

Knowledge, Skills and Abilities

Ability to work in a highly confidential environment, receiving clients and dealing with public and media inquiries.

Ability to work cooperatively with supervisory and professional personnel in the coordination or delivery of services as provided by the agency.

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment.

Ability to research programs and aid in the development policies as it relates to media response.

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Good attention to multifarious detail; ability to proof, verify and edit complex data, transcribe and cross reference data from personal computer and documents. Ability to follow-up in a thorough and timely manner relative to unresolved business.

Thorough knowledge of the principles and techniques of office practices and procedures. Accurate judgment in making decisions, reorganizing established precedents and in meeting new problems.

Minimum Qualifications

Bachelor's Degree from an accredited college or university PLUS a minimum of two (2) years' experience working in public affairs or communications **OR** equivalent combination of professional work experience, training and education.

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

Master's Degree from an accredited college or university.

Graduation from an accredited college, university, or school of broadcasting with a degree in communications, public relations, public administration or journalism.

Professional work experience in organizing communications, media and/or public relations fields.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

